



CITY OF ALBANY/ALBANY MUNICIPAL SERVICES JPA
POSITION DESCRIPTION

BUILDING INSPECTOR I

DESCRIPTION:

Performs a variety of routine and complex administrative and technical work related to building inspection to ensure that the California Building Code and other related codes and standards are met.

CLASS CHARACTERISTICS:

This is an entry level classification in the Building Inspection series. This position requires the ability and knowledge to perform full range of building inspection and basic plans examiner work, including the ability to evaluate and solve problems, perform complex tasks, and communicate effectively with the public and City staff. The Building Inspector I works within the City's Community Development Department, whose department head serves as the Building Official. Building Inspection is considered an integral part of the City's development process and the Building Inspector I has a key role in project review and implementation.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Community Development Director within the framework of established goals and objectives. The Building Inspector I may provide lead direction to part-time, temporary or other staff as assigned.

EXAMPLES OF TYPICAL JOB FUNCTIONS:

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Duties may include, but are not limited to, the following:

1. Enforces building related codes, including but not limited to the California Building Code (Accessibility, Plumbing, Electrical, Mechanical, Green, and Energy).
2. Issues correction notices and stop work notices and assists the Building Official in code enforcement cases. Enforces safety practices relative to residential, commercial and industrial construction.
3. Performs on-site inspections of construction to determine compliance with applicable codes and approved plans.
4. Maintains records of building and inspection activity and completes related reports. Issues certificates and permits as appropriate.
5. Researches problems and answers complaints regarding commercial and residential buildings, building construction, and code(s) compliance. Responds to complex and sensitive building issues.

6. Resolves, within assigned areas of responsibility, complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and their resolution.
7. Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.
8. Explains, interprets and provides guidance regarding all applicable codes within areas of responsibility to architects, engineers, contractors, developers, home owners, and other interested parties.
9. Performs related and other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Thorough knowledge of California Building Standards Code and basic knowledge of applicable County, State and Federal laws.
- Knowledge in construction technique, especially as relating to new residential construction, residential remodeling, and commercial tenant improvements.

Ability and Skill to:

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices.
- Apply knowledge of required codes, to field review of electrical, carpentry, structural, and plumbing work.
- Read and review construction plans for code compliance issues.
- Maintain accurate records.
- Listen, understand, retain, follow, and apply verbal and written instructions and directions.
- Communicate clearly and concisely both orally and in writing.
- Establish, maintain and foster cooperative working relations with others contacted in the course of work.
- Foster teamwork within the department.
- Operate a personal computer using word processing and spreadsheet software, and learn and operate special programs.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be a high school diploma or GED, two years of experience in general construction and related fields, and ICC Building Inspection or Combination Inspection certification.

LICENSES AND CERTIFICATIONS:

- A valid California Class “C” driver’s license and a satisfactory driving record.

SPECIAL REQUIREMENTS

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities and must possess a valid California driver’s license.

While performing the duties of this position, the employee must access all portions of a construction site, including basements, crawl spaces, roofs, and other precarious locations in all weather conditions.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed both in office and outdoor settings. Outdoor work is required in the inspection of various land use developments and construction sites. Must be able to operate various pieces of office equipment, tools, or controls. The employee is required to climb ladders and stairs, balance, stoop, kneel, crouch, crawl, see, talk, and hear for inspections.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Updated: September 2016

Group: Service Employees International Union (SEIU) Local 1021

FLSA: Non-Exempt

Probation: 9 months